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KENNETH B. WARNER, EDITOR.

March 23, 1928.

Mr. Frank J. Jutrash, 9ALL,
385 -- 11th Ave.,
Apartment 5,
Milwaukee, Wis.

My dear 9ALL:

This will acknowledge the receipt of your letters of March 19th and 20th which came together yesterday. It is pleasant news to hear that the Milwaukee Radio Amateurs' Club is to put on the first Central Division (Wisconsin Section) Convention but before such a convention can be made a formal A.R.R.L. affair, there are certain preliminaries to be followed by your club and I am enclosing a circular of information concerning conventions for your guidance.

I wish also to confirm my day letter sent you to-day reading as follows:

"Your letter regarding forthcoming convention. We strongly urge you to change dates to May 25th and 26th stop You have not given yourselves time enough for preparation and moreover there are already three conventions booked for April. Writing you fully."

One of the big mistakes made by most convention committees is the lack of time that they give themselves to properly prepare for a convention in order to assure it to be a success. Our past experience has shown that at least three months should be allowed from the time you start your preliminaries until the convention is held. First it is necessary that formal application be made to the Executive Committee at Headquarters; the convention also has to receive the approval of the Divisional Director with a synopsis of program to be also approved by him but, in your case, knowing what your club can do, I believe that you can probably accomplish everything in two months.

As an example, it would have been a physical

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impossibility for us to insert an announcement of your convention in the April number of QST because all such copy has to be in the Managing Editor's hands on the first of the preceeding month of date of issue, that is, March 1st in case of the April number.

I am also enclosing sample copies of programs and badges which have been used at other conventions which will give you a fair idea of what other committees have done.

May I suggest that you immediately send us your formal application to hold this first Wisconsin Section A.R R.L. Convention so that I may bring the matter before the Executive Committee at its next meeting and as soon as it has received the Executive Committee's approval, we can help you by turning in an announcement to the Communications Manager Handy for broadcasting through his O.B.S. net.

I am very sure that the Executive Committee will also delegate one man from Headquarters.

Assuring you of our desire to fully co-operate with you and awaiting your advices, I am with 73

Cordially yours,

A A Hebert

AAH:IJC

Treasurer - Fieldman